



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded position

CDBG-DR ENVIRONMENTAL MANAGER

The Disaster Recovery (CDBG-DR) Environmental Manager will be responsible for supervising the leadership, coordination and development of NEPA as well as other documents for the VIHFA CDBG-DR Program. The position also requires working with an interdisciplinary team supporting the preparation of NEPA documents through the direction of the CDBG-DR Director. This is a Territorial position.

ESSENTIAL FUNCTIONS:

- ⇒ Lead and participate in the preparation of CATEX, EIS, EA, and similar environmental review documentation.
- ⇒ Provide oversight, direction, and ongoing open communication to VIHFA Directors and CDBG-DR staff.
- ⇒ Provide and coordinate environmental training to CDBG-DR Environmental/NEPA Specialists.
- ⇒ Lead CDBG-DR environmental team with preparation of environmental reviews.
- ⇒ Recommends mitigative measures where non-compliant conditions are identified for Program activities.
- ⇒ Correspond with regulatory agencies on behalf of and with the Territory to ensure every project is in compliance with applicable laws and requirements.
- ⇒ Develop and prepare reports for internal and external use.
- ⇒ Attends and participates in a variety of meetings internally and externally.
- ⇒ Performs other related duties and responsibilities as assigned.

QUALIFICATIONS:

- ⇒ **Education:** Master's Degree from an accredited college or university in environmental sciences, transportation planning, environmental planning, or related field preferred. Bachelor's Degree from an accredited college or university in environmental sciences, transportation planning, environmental planning, economics, public policy, or related field. Environmental certifications or licenses a plus.
- ⇒ **Experience:** Minimum of four (4) years of relevant professional experience working on projects that involve NEPA compliance or permitting. Experience overseeing the full spectrum of resources typically addressed in NEPA documents including and managing an interdisciplinary approach. Equivalent combination of education and experience may be substituted.
- ⇒ **Knowledge, Skills and Abilities:** Must have technical writing, presentation development, and research skills. Experience managing projects and people. Ability to manage multiple and sometimes changing projects in a fast-paced, deadline-driven environment. Excellent verbal, interpersonal and written communication skills. Strong analytical, problem-solving and decision-making capabilities. Excellent report writing, analytical, editing and proofreading skills. Computer literate to include Microsoft Word, Excel and Outlook. Good oral and written communication skills. Ability to be flexible and work under pressure. Ability to work harmoniously with other VIHFA CDBG-DR personnel. Ability to maintain confidentiality in all assignments. Ability to multi-task and work collaboratively in a team-oriented environment. Ability to perform duties with limited supervision. Experience in generating arcGIS and other similar mapping programs. Ability to present conclusions before the CDBG-DR Director. A sense of ownership and accountability as well as a willingness and commitment to adding value to the Authority. Valid Virgin Islands Driver's License.

SALARY: \$62,400 - \$76,960 per annum depending upon qualifications. CDBG-DR grant funded position.

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation.

During the Stay at Home period, application packages will only be accepted electronically at hr@vihfa.gov. Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at www.vihfa.gov.

Deadline for submittal of application package is Monday, August 31, 2020; however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer